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## CENTRAL INTELLIGENCE GROUP

## C.I.G. DIRECTIVE NO. 16

## PLAN FOR COORDINATION OF BIOGRAPHIC INTELLIGENCE

Memorandum by the Director of Central Intelligence,  
with the Unanimous Concurrence of the Intelligence  
Advisory Board

1. Under the provisions of N.I.A. Directive No. 5, which charges the Director of Central Intelligence with acting for the National Intelligence Authority in coordinating all Federal foreign intelligence activities related to the national security, the following plan for coordination of foreign biographic intelligence is announced.

2. Categories of Biographic Personalities

a. Allocation of primary responsibilities for reporting biographic data, producing biographic intelligence, and maintaining comprehensive supporting files on various categories of personalities, is made to the intelligence agencies represented on the Intelligence Advisory Board, in tabular form below:

<u>Categories of Personalities</u>	<u>Intelligence Agencies of Primary Responsibility</u>
Political	State Dept.
Cultural	State Dept.
Sociological	State Dept.
Economic	State Dept.
International	State Dept.
Military (Army, Army Air Force, and Separate Air Force)	War Dept.
Naval (Navy, Navy Air, or Fleet Air Arms)	Navy Dept.
Scientific	Each agency as jointly agreed or in accordance with categories above.

b. The allocation of responsibility within the various categories above is based upon insuring complete coverage of important individuals and minimizing unwarranted duplication of effort. However, in special instances where a personality

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CIA MEMO 42447 76 E.O. 11652, Sec. 3(e) and 5(D) or (F) 10/20/11/14/17/18/19/20/21/22/23/24/25/26/27/28/29/30/31/32/33/34/35/36/37/38/39/40/41/42/43/44/45/46/47/48/49/50/51/52/53/54/55/56/57/58/59/60/61/62/63/64/65/66/67/68/69/70/71/72/73/74/75/76/77/78/79/80/81/82/83/84/85/86/87/88/89/90/91/92/93/94/95/96/97/98/99/100

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in another category becomes of particular interest to any intelligence agency, nothing in this Directive prevents or restricts such agency from reporting and maintaining a biographic file on that individual, so long as the departmental agency holding primary responsibility is duly informed, and is furnished with the data necessary for its own file.

c. Each intelligence agency has the responsibility to produce and evaluate biographic intelligence on personalities within its own categories of primary responsibility for the other agencies requesting and authorized to receive same, or if desired, to make available the appropriate source material. In this connection, agencies will circulate to one another and to C.I.C. a list of qualified and security-approved personnel authorized to engage in direct liaison.

### 3. Coordination at foreign posts

a. The chief of mission of each embassy, legation, or foreign post has the over-all responsibility, in accordance with the principles of this Directive, for coordinating the collection of biographic intelligence in his geographical area. To effect this coordination he will:

(1) Maintain a local coordinated biographic file on all important personalities.

(2) Insure that all personalities in the above categories are being covered by biographic reports, and that the responsibility for such reports is delegated to departmental field representatives so far as possible in accordance with the appropriate departmental primary responsibility listed above.

(3) Insure that whenever one or more of the departmental intelligence agencies are not represented at a foreign post, reporting on the appropriate categories of foreign personalities of such agencies is delegated to the extent possible to other members of the staff.

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b. Field representatives of each intelligence agency will be directed by their departmental agency to:

(1) Cooperate in the coordination measures for biographic intelligence prescribed by the chief of mission.

(2) Promptly enter into the local biographic file all source material and copies of biographic data reports on personalities within their own departmental categories of primary responsibility.

(3) Enter in the local biographic file and bring to the attention of the appropriate representative any other biographic data or material, of interest to the latter, which comes to their attention.

(4) Collect information and report on personalities other than within their own categories of primary responsibility when directed by the chief of mission due to the nonrepresentation at the post of the departmental agency of primary responsibility.

(5) Promptly forward to their home office biographic reports reflecting the source materials which have been collected and entered in the local biographic file from any source and which fall into their departmental agency categories of primary interest, (Whenever the activities of personalities reported upon places or appears to place them in more than one category of primary responsibility, each interested field representative will forward to his home office his own estimate of the personality together with a reference to the report prepared by the other interested field representatives.)

(6) Call to the attention of and make available to the chief of mission and to the other field representatives all directives and instructions on the subject of biographic intelligence which are received from their home office.

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4. Standardization and use of biographic reporting forms. For the present one form, to be called the Summary Report Form, will be standardized and this to the extent that it contains the basic factual data on the top as shown in the Enclosure, and is not over 8" wide and approximately 13" long.

5. The Director of Central Intelligence will undertake to exploit, for the benefit of C.I.G. and the departmental agencies, sources of biographic information from Government agencies not represented on the I.A.B., and will maintain such other biographic files within C.I.G. as he deems necessary to comply with the President's directive.

6. The Director of Central Intelligence will take the necessary measures to ascertain gaps in coverage of biographic intelligence and to undertake remedial action therefor.

7. Departmental intelligence agencies will immediately issue such directives to the field as will insure that this plan may come into operation not later than 1 January 1947.

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ENCLOSURE

(Classification)

SUMMARY REPORT FORM

Name \_\_\_\_\_

Country \_\_\_\_\_

Date and Place Prepared \_\_\_\_\_

Distribution \_\_\_\_\_

Files Maintained by \_\_\_\_\_  
(for insertion by Home Office)

Name \_\_\_\_\_  
(Surname) (Given Names)

Variants and Aliases \_\_\_\_\_

Address \_\_\_\_\_

Country of Nationality \_\_\_\_\_ Race \_\_\_\_\_ Sex \_\_\_\_\_

Date of Birth \_\_\_\_\_ Birthplace \_\_\_\_\_

General Occupation \_\_\_\_\_

Political preference \_\_\_\_\_



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